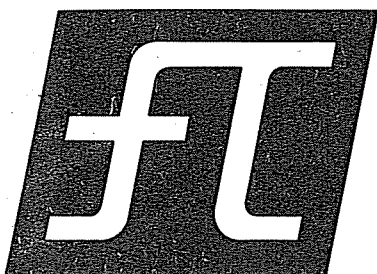


**LIBRARY STUDIES DEPARTMENT**

**WORKBOOK FOR THE ALA  
FILING RULES 1980**

**SELF PACED  
LEARNING PROGRAM**



***Footscray College***  
***of Technical and Further Education***

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ALA Filing rules.Text:

American Library Association. Filing Committee.  
ALA filing rules. Chicago : The Association, 1980.

Introduction:

1. The ALA filing rules are divided into two sections:
  - i) GENERAL RULES of commonly occurring filing problems
  - ii) SPECIAL RULES which are encountered relatively infrequently; these are extensions of, rather than exceptions to, the GENERAL RULES.
2. These rules reflect the "FILE-AS-IS" principle. That is, characters are filed in exactly the form and order in which they appear.
3. This principle emphasizes the way the characters look rather than the way they sound, or their meaning.  
There are very few exceptions to this feature of the rules.
4. The rules are characterized as NON-HIERARCHICAL. That is, for filing purposes there is no distinction between persons, places, things, and titles.
5. The basic order and process for the filer is to:
  - i) File word-by-word -- that is file NOTHING BEFORE SOMETHING --
  - ii) File letter-by-letter to the end of each word.
  - iii) Not resort to mental insertions, deletions or transpositions.  
In other words, FILE-AS-IS.

# The GENERAL RULES.

Here is a brief account:

- Rule 1 All spaces and their equivalents (dashes, hyphens, diagonal slashes, full stops) that precede numbers are ignored. Numbers precede letters. Spaces and their equivalents are regarded as NOTHING WHICH COME BEFORE SOMETHING.
- Rule 1.1 Modified letters are treated as their ordinary equivalents in English. Diacritical marks are ignored.
- Rule 1.2 Punctuation, signs and symbols, except as noted in Rule 1, 1.3, and 8.2, are ignored for filing purposes.
- Rule 1.3 The Ampersand (&) is filed as its spelled-out language equivalent. This rule is an OPTION.
- Rule 2 Access points are given primary consideration in filing.
- Rule 2.1 Access points are considered character-by-character.
- Rule 2.1.1 Exceptions to character-by-character comparison are cited in rule 4.2 (Initial Articles), rule 8.2-8.7.2 (Numerals), rule 9 (Designators of function) and rule 10 (Terms of address and honour).
- Rule 2.1.2 Name-title headings are treated as two separate data elements.
- Rule 2.2 Identical access points are ordered by their function:
  - 1) References for main and added entries
  - 2) The entries themselves (author, title and series)
  - 3) Subject references
  - 4) The subject headings themselves
- Rule 2.3 Subarrangement of identical access points:
  - Group A (Author or Uniform titles)  
file by author, title and date.
  - Group B (Title main entry)  
file by title and date.
- Rule 2.3.1 Subarrangement of added entry access points:
  - File by the added entry name, then main entry, uniform title and date. This rule is an OPTION.
- Rule 2.4 Identical access points, with equivalent function are filed at random.

Basic Principle:

Filing should be straightforward, item-by-item, not disregarding or transposing any of the elements, nor mentally inserting designations.

Basic Order:

- 1) Numerals precede alphabetical characters.

For example:

200 Days of life  
1984  
Apples and oranges  
Freddie King lives

And:

AUSTRALIA-HISTORY-1788-1820  
AUSTRALIA-HISTORY-1830-1870

NOT

AUSTRALIA-HISTORY-EIGHTEEN THIRTY TO EIGHTEEN-SEVENTY  
AUSTRALIA-HISTORY-SEVENTEEN EIGHTY-EIGHT TO EIGHTEEN-TWENTY

- 2) When the same word or combination of words is used as the heading you should disregard the FORM of heading, or punctuation. There is an exception to this, however REFERENCES for the same heading are filed before actual entries for the heading.

For example:

LIBRARY EXHIBITS  
Here are filed.....etc. [Explanatory reference]

LIBRARY EXHIBITS  
See also [See also reference]

LIBRARY EXHIBITS  
Ellis, Vivienne  
Lively Libraries [text].... [Actual entry]

## GENERAL RULES

## Rule 1. ORDER OF CHARACTERS

- 1) For filing purposes spaces, dashes (-), hyphens (-), diagonal slashes (/), full stops (.) are all regarded as a single space. This means they are regarded as "nothing" which comes before "something" in the filing record.

For example:

A. Lincoln. [Filmstrip]  
A-P-A Transport Corporation see  
Ad-ability-an audio-visual program. [Filmstrip]....  
Adapt, migrate, or die. [Filmstrip]....  
Adapt/revise/transform. [Slide set].....

Spaces and their equivalents, which precede an alphabetical or numerical character are ignored. That is, they are not even regarded as a space.

For example:

.....Help is.....[Motion picture]....  
 --Who me?....[Motion picture].....  
 .....Whoa!! [Filmstrip].....  
 Whose objective?--painting with 11.....

The first rule tells us to apply the principle of nothing (spaces and their equivalents) before something. This is a very important rule, and it is a way to describe word-by-word filing. Here is an example:

I met a man  
 Im Wandel der Jahre  
 Image books  
 Images of America

File these entries in their correct sequence according to rule 1.

|                                     |          |
|-------------------------------------|----------|
| Weapons controller                  | <u>W</u> |
| We build new houses                 |          |
| W. Somerset Maugham                 |          |
| We'll make our own team             |          |
| We use electricity                  |          |
| Weather                             |          |
| The WES story                       |          |
| W.B. Saunders Company               |          |
| W.E.L. see Women's Electoral Lobby. |          |

Answers.

W.B. Saunders Company  
 W.E.L. see ... Women's Electoral Lobby  
 W. Somerset Maugham  
 We build new houses  
 We use electricity  
 Weapons controller  
 Weather  
 We'll make our own team  
 The WES story

When filing, begin with the first word on the first line, whether this word appears on the fourth line down from the top of the card - for main entries - or the second line down from the top - for added entries.

For example:

Mexico and the Mexicans. [Filmstrip]  
 Doubleday Multimedia, 1972.  
 55 fr. color. 35 mm. and phonodisc : 1s., 12 in.,  
 33 1/3 rpm., 12 min. (Economic series)

MEXICO-JUVENILE FILMS

Mexico: a regional study. [Filmstrip]  
 Eye Gate House, 1974.  
 4 filmstrips. color. 35 mm. ....  
 .....

- 2) "All character strings beginning with numerals are arranged before character strings beginning with letters." That is, numbers precede letters.  
 3) Lower case and upper case letters have the same value, when filing.  
 For example:

11 steps to survival. [Motion picture]  
 21 Maple Street. [Filmstrip]  
 1877--the Great Strike. [Filmstrip]  
 ABC Media Concepts  
 About conception and contraception ....

How would the following entries be arranged?

- One hundred basic house designs  
 Two days of war  
 George of the jungle  
 Apples for everybody  
 Sixteen seventy-five and all that!  
 101 Australian landscape paintings  
 2 x 2 equals four  
 16 days of wine and roses

---

---

---

---

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---

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Answers.

2 x 2 equals four  
 16 days of wine and roses  
 101 Australian landscape paintings  
 Apples for everybody  
 George of the jungle  
 One hundred basic house designs  
 Sixteen seventy-five and all that  
 Two days of war.

Take out the cards numbered 251 to 259 and file them according to rule 1.

Answers.

16th century English. [Motion picture]  
 The 1973 Mgodo wa Mkandeni  
 2000 A.D., [Filmstrip]  
 A-V Corporation, Houston, Tex.  
 An Act of friendship. [Motion picture]  
 Ad-ability-an audio-visual program for.....  
 Adaptations. [Filmstrip].....  
 Art Americana: quilts and coverlets.  
 Arte de Centroamerica y Panana

Please refile the cards in their correct numerical sequence.

# Rule 1.1 MODIFIED LETTERS AND DIACRITICS.

Ignore the modification of all letters. File them as their plain English alphabet equivalents. Turn to page 39 Appendix 1 to identify the most common modified letters and special characters.

How would you file the following letters?

æ filed as \_\_\_\_\_

ø filed as \_\_\_\_\_

þ filed as \_\_\_\_\_

œ filed as \_\_\_\_\_

Ÿ filed as \_\_\_\_\_

File the following examples according to this rule.

→ Omer, Seyfeddin

{ Ooka, Tsutae

→ Ørsteven, Kloster, 1925

↘ Ōoka, Shōhei, 1909

↳ Ørbeck, I.

↘ Ömer, Kenan

↘ Oertgen, Elke, 1936

↘ Østergaard, Frede, joint author

Answers.

Oertgen, Elke, 1936

Omer, Kernan

Omer, Seyfeddin

Ōoka, Shōhei, 1909

Ooka, Tsutae

Ørbeck, I.

Ørsteven, Kloster

Østergaard, Frede, joint author.

File cards 112 to 119 according to rule 1.1.

Answers.

The Thompson touch. [Phonodisc]

Thompson, Virgil, 1896-

þorarin, Jönsson, 1900-

þorarinsson, Jön ... see ...

þorkell Sigurbjörnsson

A Thousand miles away. [Phonodisc]

Thuille, Ludwig Wilhelm Andreas, 1861-1907

Thürer, George, 1908-

Please refile the cards in their correct numerical sequence.

"All diacritical marks associated with and modifications to, recognisable English letters are ignored."

File cards 1 to 7 according to rule 1.1.

Answers.

Mueller, Arlene  
Mueller, John  
Miller-Armack, Alfred  
Müller, Friedrich, 1938  
Müller, Hugo, Dr.  
Müller-Römer, Dietrich  
Müllner, Wolfgang

Rule 1.2 PUNCTUATION, SIGNS AND SYMBOLS.

"Punctuation and all nonalphabetical signs and symbols apart from those listed at the following rules:

- 1: that is spaces, dashes, hyphens, diagonal slashes are regarded as a single space.
  - 1.3: the (&) ampersand option rule allows the files to spell out the ampersand according to its language.
  - 8.2: punctuation used to increase readability of numbers is ignored; used in other ways is treated as a single space.
- are "ignored for filing purposes." A definition of 'ignored', as provided by the rules tells us that such characters are not EVEN regarded as a space.

Common punctuation marks which appear in headings are:  
comma (,), colon (:), question mark (?), exclamation marks (!), apostrophe (eg. don't), parentheses (()), brackets [ ], the dash (-), slash (/), ellipses (...), or quotation marks (" ").

Arrange the following entries according to rule 1.2.

|                       |                               |
|-----------------------|-------------------------------|
| C, #, \$, E, Y, Fruit | <u>\$ and me</u>              |
| 7. B-A                | <u>B-A</u>                    |
| 3 B+A                 | <u>B, C. . .</u>              |
| 5 B**** big deal      | <u>B+A</u>                    |
| 7 DOLLARS AND SENSE   | <u>% BF</u>                   |
| 4 % B+B               | <u>Bxxx big</u>               |
| 8 Law plus order      | <u>C, #, \$, E, Y, Fruit.</u> |
| 6 B., C...            | <u>Dollar and Sense</u>       |
| 1 \$ \$ \$ and me     | <u>Law plus order</u>         |



C # Fruit and Vegie

---

Law+order

---

B+++time

---

Answers.

\$ \$ \$ and me

B-A [Consider a hyphen a space after characters]

B., C...

B+A [ignore sign]

% B+B

B\*\*\*\*big deal

~~B+++time~~

~~C # Fruit and Vegies~~

C, #, \$, E, Y, Fruit

DOLLARS AND SENSE

Law plus order

Law+Order [ignore nonalphabetic signs between letters.]

Arrange card numbers 8 to 17 in their correct sequence according to rule 1.2.

Answers.

2 + 2

51%

The \$130 billion food assembly line

Dollars for Health

Help....is.... [Motion picture]

\*\* Help-is.....opportunities in supply and service

The \$\$ in today's world

!!! Prejudice! [Filmstrip]

-- Prejudice: harvest of hate. [Filmstrip]

Two-three-fasten your ski. [Motion picture]

Now arrange cards 18 to 27 which demonstrate rules 1, 1.1, and 1.2.

Answers.

28<sup>0</sup> above-below

\*\* 440: Lee Evans

1973 Air Canada silver broom

Dorcas helps others

Do's and don'ts for beginning speakers

?? I could be mute: the life and work...

I .... F.L.A. see ....

Iaacov, James S.

Stromberg, August, 1849-1942

Strömberg, Hakan

Please refile the cards in their correct numerical sequence.

Rule 1.3 AMPERSAND. THIS RULE IS AN OPTION.

"The ampersand (&) is filed as its spelled-out language equivalent."

Your library may decide to ignore the ampersand for filing purposes. However, if you choose to use it, you must file the ampersand in the language the item is written.

Thus:

In Italian & is equivalent to e  
In Spanish & is equivalent to y  
In English & is equivalent to and  
In German & is equivalent to und  
In French & is equivalent to et

Look at the examples on page 13 of the rules; now file the following examples without the option. That is, ignore the ampersand for filing purposes.

- 4 You & little me
- 3 B & Coptic [Spanish]
- 6 C & Drie [German]
- 5 C & D
- 4 B & Cultura [French]
- 1 A. & F. Pears Ltd.
- 7 C & trois chien [French]
- 2 B&B
- 3 \$\$\$ (and) sense
- 10 You and me

A & F . . .  
B & B . . .  
B & Coptic  
B & Cultura  
C & D  
C & Drie  
C & trois  
~~\$\$\$ and sense~~  
You & little  
You and me

Rearrange these entries now, to file by rule 1.3.

Answers. (without option)

A. & F. Pears Ltd.  
\$\$\$ and sense  
B & Coptic  
B & Cultura  
B&B [no space so ignore &]  
C & D  
C & trois chien  
C & Drie  
You, and me  
You & little me

Answers. (with option)

A. & F. Pears Ltd.  
\$\$\$ and sense  
B & Cultura [French] (et)  
B & Coptic [Spanish] (y)  
B&B [no space, BB]  
C & trois chien [French] (et)  
C & D [German] (und)  
C & Drie  
You & little me  
You and me

Arrange cards 28 to 35 in their correct order utilizing this optional rule.

Answers.

A & M 10. [Motion picture]  
A. D. ; the magazine for the ....  
A. & Cournot .... [French] (et)  
A travers la Provence [A is not an article in French it means To]

A & EG Telefunken ... [German] (und)  
 Artie Shaw and his Grammercy Five  
 Artie Shaw & his new music

Please refile the cards in the correct numerical sequence.

Here is revision of the rules we have covered to date. Remember!  
 Numbers precede letters, ignore punctuation, signs and symbols before  
 entries, and, NOTHING is filed before SOMETHING.

|   |                        |
|---|------------------------|
| 4 Müller-Nishio, Wolfgang                 | <u>2 x 2</u>           |
| 2 \$10 a minute on health lands           | <u>\$10 a</u>          |
| 4 B & nine dollars                        | <u>200 \$1</u>         |
| 3 200 filing problems                     | <u>B &amp; nine</u>    |
| 2 2 x 2 = multiplication                  | <u>B &amp; non</u>     |
| 10 Mueller, Manfred                       | <u>B &amp; S G</u>     |
| 7 B+A = B.A.                              | <u>B+A = B.A.</u>      |
| 6 Forum on cybernetics                    | <u>For S G</u>         |
| 3 Two hundred days of war                 | <u>Forum</u>           |
|   | <u>Mueller, Ma.</u>    |
|   | <u>Muller, F.</u>      |
| 5 B & non chien noire                     | <u>Muller - Nishio</u> |
| 3 \$\$\$ for \$\$\$ in currency exchanges | <u>Two hundred</u>     |
| 6 B & S.G. Telefunken                     | <u></u>                |
| 10 Müller, Friedrich                      | <u></u>                |

Answers.

2 x 2 = multiplication  
 \$10 a minute on health lands  
 200 filing problems  
 B & nine dollars [and]  
 B & non chien noire [et]  
 B & S.G. Telefunken [und]  
 B+A [symbol is ignored, NOT EVEN TREATED AS A SPACE]  
 \$\$\$ for \$\$\$ in currency exchanges  
 Forum on cybernetics  
 Mueller, Manfred  
 Müller, Friedrich  
 Muller-Nishio, Wolfgang  
 Two hundred days of war

## Rule 2 ACCESS POINTS.

In descriptive cataloguing, after the cataloguer has bibliographically and physically described an item, his next task is to choose the ACCESS POINTS under which this description will appear in the catalogue.

The choice of main and added entries is covered by chapter 21 of AACR2 (Anglo-American Cataloguing Rules 2nd ed.). The job of the cataloguer is to provide ACCESS POINTS to the user under HEADINGS which he or she might seek the description of an item. The job of the filer is to give PRIMARY consideration to these ACCESS POINTS when filing according to the ALA rules.

Typically, MAIN ENTRY is under the first named author. ADDED ENTRIES are required for joint authors, editors, illustrators, translators corporate bodies associated with a work, titles, series, and SUBJECTS.

#### Rule 2.1 CHARACTER-BY-CHARACTER COMPARISON.

Arrange ACCESS POINTS not identical character-by-character according to rule 1. Remember:

- i) Numbers are filed before letters.
- ii) Punctuation marks preceding characters are ignored.
- iii) Spaces, hyphens, dashes, slashes, full stops which appear after characters are considered as a single space.
- iv) NOTHING comes before SOMETHING. The way of describing word-by-word filing.

Turn to page 14 of the ALA Rules 1980 and examine the examples. As you see, the filing rules do not distinguish between the type of ACCESS POINT. That is, each heading is of equal value in terms of filing; UNLESS of course they are identical, then rule 2.2 is involved.

File the following examples in their correct order.

- |                                      |   |
|--------------------------------------|---|
| 6. Sydney, George                    | <u>Sydney, Alfred.</u>                  |
| 8 Sydney is my town                  | <u>Sydney &amp; Melbourne</u>           |
| 7 SYDNEY-HISTORY-1877-1920           | <u>Sydney and Sydneysiders</u>          |
| 4 SYDNEY (AUSTRALIA)-DESCRIPTION     | <u>Sydney (Australia) - Description</u> |
| 5. Sydney Conference on diabetics    | <u>Sydney Conference.</u>               |
| 9 Sydney scenic series ; no 3        | <u>Sydney, George</u>                   |
| 1 Sydney, Alfred                     | <u>Sydney - History</u>                 |
| 3 Sydney and sydneysiders            | <u>Sydney is my town</u>                |
| 10 Sydney University. <u>Library</u> | <u>Sydney scenic</u>                    |
| 2 Sydney & Melbourne                 | <u>Sydney University</u>                |

Answers.

Sydney, Alfred  
 Sydney & Melbourne  
 Sydney and sydneysiders  
 SYDNEY (AUSTRALIA)-DESCRIPTION  
 Sydney Conference on diabetics

Sydney, George  
 SYDNEY-HISTORY-1877-1920  
 Sydney is my town  
 Sydney scenic series ; no. 3  
 Sydney University. Library

Now arrange cards 36 to 45 in their correct sequence according to rule 2.1.

Answers.

Australian & bawdy ballads  
 Australian and oceania [transparencies]  
 Australia-Austin, R.W.J.  
 Australia : its cities and public policy  
 Australia. National Population Inquiry  
 Australia. Parliament  
 AUSTRALIA - POPULATION  
 Australia. Senate Committee  
 Australia, Timothy Robert, 1952-  
 Australia. [transparencies].... 1964

Please refile these cards in their correct numerical sequence.

#### Rule 2.1.1 EXCEPTIONS TO CHARACTER-BY-CHARACTER COMPARISON.

For the purpose of arranging bibliographic records, each character is to be regarded in exactly the form and order in which it appears.

PRINCIPAL EXCEPTIONS to this rule are cited at:

Rule 4.2: Initial articles (A, An, The) are disregarded in titles for filing purposes.

For example:

The Right to know. [Motion picture]  
 Rigoletto. [Motion picture]  
 The Rise of the republic. [Filmstrip]

Rule 8.2-8.7.2 Numerals. Punctuation is ignored in numerals when it is used to increase readability.

For example:

\$2,000 for George. [Motion picture]  
 A 2,000 to 10,000 year zodiac calender  
 6000 kilometres away. [Filmstrip]

Rule 9 Relators used in name headings to show the role of a person or body are disregarded.

For example:

Rogers, Ian, libellee  
 Rogers, Ian, defendant  
 Rogers, Ian, arr.  
 Rogers, Ian, ill.

Rule 10 Terms of address and honour such as Dame, Lord, Sir, Mrs. are disregarded in surnames.

For example:

George, Sir Arvil  
George, Mrs. Ethel  
George, Dr. William

File the following examples according to rule 2.1.1.

|  |                             |
|--|-----------------------------|
| 5 Fabulous, Mrs. Carol                   | <u>5:1</u>                  |
| 7 Seventy-five years of Kenmare          | <u>5000 Brains</u>          |
| 10:1. [Motion picture]                   | <u>5000 Dogs</u>            |
| 25000 Brains. [Motion picture]           | <u>FAA</u>                  |
| 6 The Fabulous country. [Motion Picture] | <u>Fabulous country</u>     |
| 9 Ten, Dr. Henry, defendant              | <u>Seventy-five</u>         |
| 10 Ten, Sir Henry James                  | <u>Ten Americans</u>        |
| 3 5,000 Dogs. [Filmstrip]                | <u>Ten Dr. Henry</u>        |
| FAA see .....                            | <u>Ten, Sir Henry James</u> |
| Ten Hoor, Henry                          | <u>Ten, Hoor Henry</u>      |
| 7 Ten Americans : masters of watercolor  |                             |

Answers.

10:1. [Motion picture]  
5000 Brains. [Motion picture]  
5,000 Dogs. [Filmstrip]  
FAA see  
Fabulous, Mrs. Carol  
The Fabulous country. [Motion picture]  
Seventy-five years of Kenmare  
~~Ten, Sir, Albert James~~  
Ten Americans : masters of watercolor  
Ten, Mr. Henry, defendant  
Ten, Hoor, Henry

It must be remembered that these are the only exceptions to character-by-character comparison. Every other type of information contained within the heading is regarded for filing purposes.

This includes:

- i) subtitles, which are preceded by a colon
- and ii) GMD's, General Material Designations for all types of media.

Now arrange cards 260 to 269 in their correct sequence according to rule 2.1.1.

Answers.

10:1. [Motion picture]  
180 is max. [Motion picture]

The American parade of women.  
 The American parade: power and the...  
 One of these days. [Phonodisc]  
 Question. [Motion picture]  
 The Question of life  
 Smith, Jan  
 Smith, Dr. John  
 Smith, Jørgen Birkef

Rule 2.1.2 NAME AND TITLE HEADINGS AS TWO ELEMENTS.

Access points which consist of a name and a title are treated as two separate elements for filing purposes. This means the title is filed with other titles under the same name.

For example:

DVORAK, ANTONIN, 1841-1904-BIOGRAPHY  
 Dvorak, Antonin, 1841-1904  
   [The Devil and Kate. Selections] Phonodisc  
 Dvorak, Antonin, 1841-1904  
   [Moravian duets, op. 32. Selections] Phonodisc  
 DVORAK, ANTONIN, 1841-1904. WORKS, ORCHESTRA

As you see from these examples the title may be on the same line as the name heading or on the line below. In either position, the title files in one sequence according to the ALA rules.

Arrange the following entries according to rule 2.1.2.

|                                  |                                       |
|----------------------------------|---------------------------------------|
| Homer.                           | <u>Homer-Bio.</u>                     |
| Illiad                           | <u>Homer-Illiad</u>                   |
| HOMER ODYSSEA. SELECTIONS. 1974. | <u>Homer Odyssea Selections 1974.</u> |
| Homer. Odyssea. Selections. 1974 | <u>Homer Odyssea Selections</u>       |
| see Homer. [Illiad. Selections]  | <u>Homer, Nagayo</u>                  |
| Homer                            | _____                                 |
| [Illiad. Selections]             | _____                                 |
| Homma, Nagayo, 1929-             | _____                                 |
| \ Homer. [Motion picture]        | _____                                 |
| HOMER-BIOGRAPHY                  | _____                                 |
| Answers.                         |                                       |
| HOMER-BIOGRAPHY                  |                                       |
| Homer                            |                                       |
| Illiad                           |                                       |
| Homer                            |                                       |
| [Illiad. Selections]             |                                       |

Homer. [Motion picture]

Homer. Odyssea. Selections. 1974.

see Homer. [Illiad. Selections]

HOMER. ODYSSEA. SELECTIONS. 1974.

Homma, Nagayo, 1929

Now arrange cards 46 to 52 in their correct sequence according to rule 2.1.2.

Answers.

Plato

[Apologial]

PLATO. PHAEDO

Plato. Phaedo. French. 1969

Plato. Platons. Apologia sokratus

Plato

Plato's memo

Plato.

Republic, Book 1.

Platons Apologie des sokrates

## Rule 2.2 FUNCTION OF ACCESS POINT.

In arranging IDENTICAL access points, the function is considered first. Accordingly, categories of access points take precedence over others.

For example:

Explanatory, "see" and "see also" references for MAIN and ADDED entries are filed first, in that order.

MAIN and ADDED entries (including series) then follow.

Explanatory, "see" and "see also" references for SUBJECT entries come next.

SUBJECT entries themselves then follow.

The important key word in this rule is IDENTICAL. This HIERARCHY of filing by function does not take place until this prerequisite is met.

New York (City). Museum of Art

Here are filed

[Explanatory reference]

New York (City). Museum of Art

See also

[See also]

New York (City). Museum of Art

17th century Italian drawings

[Actual entry]

NEW YORK. (CITY). MUSEUM OF ART

Here are filed....

[SUBJECT EXPLANATORY  
REFERENCE]

NEW YORK (CITY). MUSEUM OF ART

See also

[See also reference]

NEW YORK (CITY). MUSEUM OF ART

[Subject Entry]

Read this rule in full on page 15 of the ALA rules, look at the examples, then attempt the following exercise.



Melbourne. [Slide set] 1850's

MELBOURNE. CITY COUNCIL see also \_\_\_\_\_

Melbourne. City Council ; 6 \_\_\_\_\_

Melbourne is my town \_\_\_\_\_

( Melbourne: 1850's \_\_\_\_\_

Melbourne. City Council see also \_\_\_\_\_

Melbourne, Fred \_\_\_\_\_

Melbourne. City Council ; 5 \_\_\_\_\_

MELBOURNE. CITY COUNCIL Here are filed \_\_\_\_\_

Melbourne. [Motion picture] \_\_\_\_\_

MELBOURNE. CITY COUNCIL \_\_\_\_\_

Melbourne. City Council Here are filed \_\_\_\_\_

#### Answers.

Melbourne: 1850's

Melbourne. City Council. Here are filed....

Melbourne. City Council. See also....

Melbourne. City Council ; 5 [Actual entry]

Melbourne. City Council ; 6

MELBOURNE. CITY COUNCIL. Here are filed....

MELBOURNE. CITY COUNCIL. See also....

MELBOURNE. CITY COUNCIL [Actual subject entry]

Melbourne, Fred

Melbourne is my town

Melbourne. [Motion picture]

Melbourne. [Slide set]

Now arrange cards 53 to 62 in their correct sequence.

#### Answers.

Chicago 1926-1928 (Phonodisc)

Chicago. Art Institute. See....

Chicago. Art Institute. [Actual entry]

Chicago. Board of Education

CHICAGO. BOARD OF EDUCATION

Chicago, George

CHICAGO-HISTORY Here are filed

CHICAGO-HISTORY

Chicago Nutrition Association

Chicago Nutrition Association ; no. 5

Please refile these cards in their correct numerical sequence.

For added practice the following exercise is provided.

## LONDON MUSEUM

- 3 London, Lady Enid
- a LONDON SCHOOL OF ECONOMICS
- 2 London before the fire
- 6 The London I know. [Slide set]
- London University see University.
- 10 London Museum ... Here are filed....
- 11 London Museum
- 12 London, George, 1920-
- 13 London 1851 : the year of the Exhibition
- London. [Motion picture]
- 14 London Museum See also
- 15 London, Keith Robert
- 16 London School of Economics
- 17 London, Sir John

London 1851:

London before

London, Enid

London, George

London George

London I know

London Keith John

London Keith

London Motion I

London School of Econ.

London School of Economics

London Museum ... Here

London Museum

London " see also

London Univer

## Answers.

London 1851 : the year of the Exhibition

London before the fire

London, Lady Enid

[ignore terms of honour]

London, George, 1920-

The London I know.

[ignore initial articles]

London, Sir John

London, Keith Robert

London. [Motion picture]

London Museum Here are filed

London Museum See also

London Museum

LONDON MUSEUM

London School of Economics

LONDON SCHOOL OF ECONOMICS

London University see University ...

Now arrange cards 270 to 279 in their correct sequence according to rule 2.2.

## Answers.

A Los Angeles I know. [Slide set]

Los Angeles. [Motion picture]

Los Angeles Philharmonic Orchestra see under

Los Angeles Philharmonic Orchestra

Los Angeles. Public Library

LOS ANGELES. PUBLIC LIBRARY

LOS ANGELES-TO 1500

Los Angeles. University of Southern California. Dept. of Anthropology  
In 1915.....

Los Angeles. University of Southern California. Dept. of Anthropology  
see

Los Angeles, Victoria de

see Angeles, Victoria de los

Please refile these cards in their correct numerical sequence.

#### MARC FORMAT CODES.

In Rule 2, the term 'MARC fields' is used, followed by certain numbers or codes.

You might have noticed at Rule 2 after the term "MARC fields" numbers eg. 1XX, 2XX, 4XX, 6XX, 7XX, 8XX. What is MARC and what do these 'codes' represent?

MARC is an acronym for Machine Readable Cataloguing.

Many large academic, research, State and National Libraries now use computers to generate their cataloguing records. In Australia, the National Library recently (1979) published Australian MARC Specification 3rd edition. (AUSMARC 3.) to upgrade these types of entries to AACR2 (Anglo-American Cataloguing Rules 2nd edition).

To "read" this cataloguing data certain "codes" and "symbols" are used. The term "fields" is used to describe an "area"; for example the publication, distribution area; "subfields" are used to describe specific elements; for example the place of publication, distribution in that field.

To "identify" each field of information "tags" or labels are used. The "tags" listed earlier are for MAIN AND ADDED ENTRY HEADINGS.

For example:

1XX is the field used for NAMES of PERSONS, FAMILIES, and CORPORATE BODIES, selected as having primarily responsibility for the creation of the work described.

2XX is the field for UNIFORM and COLLECTIVE titles (explained later) when MAIN ENTRY falls into this category.

4XX is the field for SERIES ADDED ENTRY.

6XX is the field used for SUBJECT HEADINGS (for personal names, corporate names, uniform titles, title, topical, and geographic ADDED ENTRIES.)

7XX is the field for (personal name, corporate body, uniform title, other title) ADDED ENTRIES.

(8XX is the field for NAME/TITLE series and series headings different from that in the series area, ADDED ENTRIES.)

Thus, all ACCESS POINTS are "tagged" so that the Machine may "read", retrieve and organize the information, usually alphabetically in an author/title and subject sequence. These "tagged" MAIN and ADDED access points are printed out with the BIBLIOGRAPHIC DESCRIPTIONS to which they belong.

The following page contains an example of a coded sheet courtesy of CAVAL.



# CATALOGING WORKSHEET

NEW LOCAL RECORD

LIMITED

RECORD NO.

T Date 1

Date 2

OPTIONS

## CODED INFO.

009-043

CLASS No. 050-099

AUTHOR MAIN ENTRY

HEADINGS

100, 110

TITLE 245

UNIFORM & COLLECTIVE

TITLES 240

EDITION 250

IMPRINT 260

COLLATION 299, 300

SERIES 440, 490

NOTES 500-599

## SUBJECT HEADINGS

600-651

## NAME, TITLE & SERIES

## ADDED ENTRIES

700-840

## COPY INFORMATION

999

|         |   |         |         |         |                          |
|---------|---|---------|---------|---------|--------------------------|
| * 1 1   | U - 853243  | * 0 0 8 | 9 1 9 7 | 0 1 9 8 | \$ c v r a \$ i d \$ P m |
| * 0 8 2 | 0 0 \$ a \$ 2 5 . 5 6 \$ 2 1 9  |         |         |         |                          |
| * 1 0 0 | 1 0 \$ a % P e g u e r o \$ n % G e r a r d   |         |         |         |                          |
| * 2 4 5 | 1 4 \$ a % T h e L i b r a r y g e t - a b o u t b o o k \$ d % ( w r i t t e n a n d i l l u s t r a t e d b y % G e r a r d % P e g u e r o % ) |         |         |         |                          |
| * 2 6 0 | 0 0 \$ a % ( % F o o t s c r a y , % V i c . ? % ) \$ L % ( S . n . % ) \$ C % ( 1 9 8 1 ? % )  |         |         |         |                          |
| * 3 0 0 | 0 0 \$ a \$ 2 7 P . \$ b i d d . \$ C 2 1 c m .   |         |         |         |                          |
| * 6 5 0 | 0 0 \$ a % L i b r a r y o r i e n t a t i o n  |         |         |         |                          |
| * 6 5 0 | 0 0 \$ a % C o l l e g e s t u d e n t s \$ X % L i b r a r y o r i e n t a t i o n   |         |         |         |                          |
| * 6 5 0 | 0 0 \$ a % L i b r a r i e s a n d r e a d e r s \$ X % P r o g r a m m e d i n s t r u c t i o n   |         |         |         |                          |
| * 6 5 0 | 0 0 \$ a % I n f o r m a t i o n s e r v i c e s \$ X % U s e r e d u c a t i o n   |         |         |         |                          |
| * 9 9 9 | 0 0 \$ h \$ c m l \$ r l l 8 1 \$ 9 2 % P 3 7 6   |         |         |         |                          |
| * 9 9 9 | 0 0 \$ h  |         |         |         |                          |

CC/1

Library

FKSN

Coded by F. J. J. J.

Date

### Rule 2.3 SUBARRANGEMENT OF IDENTICAL ACCESS POINTS.

The arrangement of IDENTICAL access points with EQUIVALENT FUNCTION is determined by their secondary data. One always files by name, title and then the date.

If the MAIN ENTRY is a name or uniform title:

FILE BY

- i) Name or Uniform title
- ii) Title (Uniform title takes precedence over ordinary title)
- iii) Date

If the MAIN ENTRY is a title:

FILE BY

- i) Title (Again Uniform titles take precedence)
- ii) Date

Read Rule 2.3 on page 16 of the ALA rules, then answer the following questions.

1. What type of ACCESS POINTS may replace the MAIN ENTRY for filing purposes for author or uniform title entries?
2. What type of ACCESS POINT may replace the MAIN ENTRY for filing purposes for title main entries?
3. Why is a title added entry considered before the MAIN ENTRY for filing purposes?
4. Why is a SUBJECT or SERIES added entry considered before a MAIN ENTRY?
5. Why does a NAME-TITLE entry replace the MAIN ENTRY for filing purposes?

Answers.

1. A personal or corporate name added entry.
2. A name added entry.
3. Rule 2.2 tells us to file by the ACCESS POINT, infact to give it PRIMARY consideration in filing. If the MAIN ENTRY has an ADDED ENTRY over it, this ACCESS POINT is given primary consideration for filing purposes. It would be a rather pointless act to type on an ADDED ENTRY if one ignored it in filing. We provide our bibliographic description with additional ACCESS POINTS to maximize user access to records.
4. See A. 3.
5. See A. 3.

Arrange the following entries in their correct sequence according to Rule 2.3. It may be wise however, to turn to page 18 in the ALA rules and examine the entries on that page. In fact, if you don't read the paragraph and examine the examples, you will file some entries wrongly.

Beethoven, Ludwig van, 1770-1827. Inquesta  
tomba obscura. Phonodisc....see

---

Beethoven, Ludwig van 1770-1827  
[Wellingtons seig] Phonodisc

---

BEETHOVEN, LUDWIG VAN, 1770-1827. WORKS  
Koller, Walter, 1941-1970  
Aus der Werkstatt der weiner....1954

---

Beethoven, Ludwig van 1770-1827  
[Works.] Phonodisc....1970

---

BEETHOVEN, LUDWIG VAN 1770-1827. FIDELIO

---

Beethoven, Ludwig van, 1770-1827  
Beethovens bicentennial collection

---

BEETHOVEN, LUDWIG VAN, 1770-1827. WORKS  
Koller, Walter, 1941-1970  
The interior Beethoven.....1953

---

Beethoven, Ludwig van, 1770-1827. Trio,  
piano, clarinet....see.....

---

Answers.

Beethoven, Ludwig van, 1770-1827  
Beethovens bicentennial collection

BEETHOVEN, LUDWIG VAN, 1770-1827. FIDELIO

Beethoven, Ludwig van, 1770-1827. Inquesta  
Tomba obscura. Phonodisc

Beethoven, Ludwig van, 1770-1827. Trio,  
piano, clarinet

Beethoven, Ludwig van, 1770-1827.  
[Wellingtons seig] Phonodisc

BEETHOVEN, LUDWIG VAN, 1770-1827. WORKS  
Koller, Walter 1941-1970  
The interior Beethoven.....1953

BEETHOVEN, LUDWIG VAN, 1770-1827. WORKS  
Koller, Walter, 1941-1970  
Aus der Werkstatt der weiner....1954

Now arrange cards 63 to 73 in their correct sequence according to  
rule 2.3.

Answers.

Bach, Johann Sebastian, 1685-1750. Allabreve  
organ, S. 589.....

Bach, Johann Sebastian, 1685-1750  
[Inventions, harpsichord]

BACH, JOHANN SEBASTIAN, 1685-1750  
 Forkel, Johann Nikolaus, 1749-1888 ed.  
 Johann Sebastian Bach, his life..... [file by this line]

Bach, Johann Sebastian, 1685-1750  
 [Matthaus passion.] German

Bach, Johann Sebastian, 1685-1750. Sonatas,  
 harpsichord, S. 963.....

Bach, Johann Sebastian, 1685-1750.  
 [Suites, violoncello]  
 ..... [197-], cl933 [file by date]

Bach, Johann Sebastian, 1685-1750  
 [Suites, violoncello]  
 ..... [1971?] [Ibid]

Bach, Johann Sebastian, 1681-1750  
 [Works, lute. ; arr.] Phonodisc

BACH, JOHANN SEBASTIAN, 1685-1750. WORKS,  
 ORGAN  
 Hendrie, Gerald.....1974.... [file by date NOT main entry]

BACH, JOHANN SEBASTIAN, 1685-1750. WORKS,  
 ORGAN  
 Klein Bach Boek : Korle.....1975

Bach, Johann Sebastian. Suite,  
 violoncello. S. 1009..... [no dates]

Please refile the cards in their correct numerical sequence.

Please check the deck to make sure that all cards are in their correct order.

#### Rule 2.3.1 SUBARRANGEMENT OF ADDED ENTRY ACCESS POINTS.

THIS RULE IS AN OPTION.

When a NONDISTINCTIVE OR COLLECTIVE UNIFORM TITLE appears below a name added entry, as is the case for performers of musical compositions, the performer's name is considered first, followed by the main entry, (composer) then the collective or nondistinctive uniform title.

It must be stressed that this rule is optional ONLY when a COLLECTIVE OR NONDISTINCTIVE UNIFORM TITLE is present. If there is no such title in an entry this option cannot be used.

In rule 2.3 we are told to ignore the main entry ~~under~~ a name if the access point is also a name. This rule reverses the requirement for a performer in a musical work where, commonly, nondistinctive and collective uniform titles appear.

What are COLLECTIVE and NONDISTINCTIVE uniform titles; and where do they come from?

In AACR2, chapter 25 deals with the construction of UNIFORM TITLES for all media.

Basically, uniform titles are constructed to organise the files of titles by an author or composer, which have varied over the year through popularization and common usage.

Instead of these titles being scattered throughout the author's file, a cataloguer realises a uniform title is involved and invokes one or more of the rules in chapter 25 to colocate these titles under the UNIFORM title that has been established for the work.

References (from chapter 26) are then constructed from the popularized titles to the uniform title which is used.

For example:

Rachmaninoff, Sergei, 1873-1943.  
It's lovely here  
see his  
Songs, op. 21. How fair this spot.

Liszt, Franz, 1811-1886. Rhapsodie espagnole,  
piano. Phonodisc, 1973  
see under

Liszt, Franz, 1811-1886. Rhapsodies  
hongroises. (Phonodisc)

Here are some typical examples:

When a work is translated from one language to another, the language of the original is used to construct the UNIFORM title. This is followed by the language into which it has been translated.

For example:

Rachmaninoff, Sergei, 1873-1943  
The bells. Piano-vocal score. English &  
Russian.  
Колокола; поэма для солистов, хора  
и симфонического оркестра. Слова Ол-  
гара По. Перевод К. Вальмонта. Пе-  
редложение для пения с фортепиано в  
четыре руки К. Лебедева. The bells;  
poem for soli, chorus and symphony orchestra.  
K. Balмонт's Russian version of Edgar Poe's  
poem. Retranslated by Fanny G. Copeland.  
Vocal score with piano and accompaniment by  
K. Lebedev, Москва, Музгиз, 1973.

151 p. (Хоровое произведение)  
at head of title: С. РАХМАНИНОВ.

1. Choruses, Secular (Mixed voices) with or-  
chestra - Vocal scores with piano (4 hands)  
2. Poe, Edgar Allan, 1809-1849 - Musical set-  
tings - I. Title II. Title: The bell

Title romanized:  
Kolokola

Verdi, Giuseppe, 1813-1901.  
[I masnadieri. Piano-vocal score. Italian]  
I masnadieri; a melodrama in four parts.  
New York, E. F. Kalmus [197-71]  
215p. 27cm.  
"Kalmus vocal scores, 6739."  
The libretto, by A. Maffei, is based on  
Schiller's Die Räuber. Cf. Loewenberg. Annals  
of opera.  
1. Operas - Vocal scores with piano. I. Maff  
Andrea, 1798-1885. I masnadieri. II. Title.  
KCU

The Bible is a work that may cause filing problems. Because there are so many versions, uniform titles provide an easy way of keeping them together.

For example:

Bible. English. New American standard. 1978.  
The Ryle study Bible : New American standard translation  
: with introductions, annotations, outlines, marginal references,  
harmony of the Gospels, subject index, synopsis of Bible doc-  
trine, concordance, maps, and timeline charts and many other  
help / Charles Caldwell Ryle. — Chicago: Moody Press, c1978.  
xii, 2094 p. 24 leaves of plates : ill. ; 24 cm.  
ISBN 0-8024-7462-4  
1. Ryle, Charles Caldwell, 1925- II. Title.  
BS195.N35 1978 220.5'204 78-4158  
78 MARC

Bible. N.T. English. Weymouth. 1978.  
New Testament in modern speech / by Richard Francis Wey-  
mouth. — Grand Rapids, Mich. : Kregel Publications, c1978.  
xiv, 734 p. ; 23 cm.  
Reprint of the 5th impression (1915) of the 2d ed. first published in 1909 by  
J. Clarke, London; with new introd.  
Includes bibliographical references.  
ISBN 0-8254-4025-4 : \$9.95  
1. Weymouth, Richard Francis, 1822-1902. II. Title.  
BS2095.W45 1978 225.5'2 78-9536  
78 MARC



Sound recordings and musical scores create problems because a composer's work may be described or named in different way again necessitating the use of uniform titles.

For example:

**Prokofiev, Sergei Sergeevich, 1891-1953.**  
(Concerto, violincello, no. 1, op. 58; Phonodisc.  
Cello concerto in E minor, op. 58. Philips 6500 518.  
(1973)  
1. 12 in. 33 1/3 rpm. stereophonic.  
Title from slipcase.  
Christine Walerzka, violoncello; National Opera Orchestra of  
Monte Carlo; Eliahu Inbal, conductor.  
Duration: about 31 min. 53 sec.  
"The present performance makes a number of cuts in the last  
movement."  
Program notes by B. Jacobson on slipcase.  
With: Khachaturian, A. I. Concerto, violoncello (1946)  
I. Walerzka, Christine. II. Inbal.  
Eliahu. III. Orchestra nationale de l'Opéra de Monte Carlo.  
[M1018] 73-70835

**Liszt, Franz, 1811-1886.**  
(Rhapsodie hongroise, piano, No. 1; arr. Phonodisc.  
Hungarian rhapsody no. 1. Hungarian rhapsody no. 2.  
Columbia. 1978. (The Sound of genius masterworks li-  
brary)  
Disc M 31046. 1. 12 in. 33 1/3 rpm. stereophonic.  
Columbia MT 31046. 2. 12 in. 33 1/3 rpm. stereophonic.  
Philadelphia Orchestra; Eugene Ormandy, conductor.  
Previously released on NH 6018.  
Duration: 10 min. 46 sec.; 10 min. 46 sec.  
Program notes on slipcase of disc.  
With: Ruman, George. Rhapsodie roumaine, orchestra, no. 1.  
I. Orchestral music. Arranged. I. Liszt, Franz, (1811-1886).  
Hungarian rhapsodies, piano. No. 2; arr. Phonodisc. 1973.  
II. Ormandy, Eugene. 1969. III. Philadelphia Or-  
chestra. IV. Title: Hungarian rhapsody.  
[M1060] 73-75030

Other categories of commonly used COLLECTIVE type titles are found for both book and audiovisual materials.

If, for example, the whole of a person's works have been collected in one volume or recording, the following results:

**Bartók, Béla, 1881-1945.**  
(Works)  
Complete works in miniature score.  
New York, B. F. Kalmus (1972)  
miniature score (44 v.) (Kalmus  
miniature orchestra scores, no. 144,  
400, 501-518.)  
Kalmus study scores, no. 1216-1238.  
LCU 71-127 285 6-13-72:pl

**Hirose, Tadashi, 1924-1972.**  
(Works)  
広瀬正・小説全集. — 東京: 河出書房新社, 昭  
和52, 1977;  
6 v.: 19 cm. Jc 77-8052 (v. 1)  
Fiction.  
CONTENTS: 1. マイナスゼロ-2. フィス-3. エロス-4. 彼の国  
のアリス-5. Tマフィード殺人事件-6. タイムマンの作り手  
Title romanized: Hirose Tadashi  
shietsu renshu.  
PL852.169 1977 77-814258

If only part of a person's work are collected, but not all, the following results:

**Bach, Johann Sebastian, 1685-1750.**  
(Works, harpsichord. Selections)  
Kleine Präludien und Fughetten. Nach Autographen und  
Abschriften beg. und mit Fingervorträgen versehen von Wal-  
ther Dohrnard. Small preludes and fuguettes. Edited  
from autographs and ms. copies and with fingering added  
by Walther Dohrnard. Wien, Wiener Urtext Edition, Ma-  
skierung; in Vertrieb von B. Schott's Söhne, Mainz (1973).  
St. 88, xii+xxv p. facsim. 31 cm.  
"Wiener Urtext Edition, UT 80041."  
Pref. and critical notes in German and English.  
Contains BWV 999, 998, 997, 996, 995-994, 993, 992,  
991, 990.  
I. Harpsichord music.—To 1800. 2. Customs, papers, etc. (Harpsi-  
chord).—To 1800. 3. Dohrnard, Walther, ed. II. Title.  
M22.H111M 74-81931  
[1973.4]

**Verdi, Giuseppe, 1813-1901.**  
(Opera. Selections. Phonodisc.  
Harry Merrill sings Verdi. RCA Red Seal CRM-0138.  
(1974)  
4. 12 in. 33 1/3 rpm. stereophonic.  
Harry Merrill, tenor; singing singers; Vienna Academy Chamber  
Chorus; Vienna Volkstheater Orchestra; Argos Quartet, Anton Gus-  
tago, conductors; sung in Italian.  
Duration on slipcase.  
Automatic sequence.  
Program notes by M. L. Sobel on slipcase.  
Includes titles from Othello, Conte di San Bonifacio, Un giorno de  
ragno, Ernani, Macbeth, Rigoletto, Il trovatore, La traviata, Simon  
Boccanegra, Un ballo in maschera, La forza del destino, Don Carlo,  
Aida, Otello, and Falstaff.  
I. Opera.—Excerpts. J. Merrill, Harry. II. Quartet, Argos. III.  
Gustago, Anton. IV. Akademie-Kammerchor. Vienna. V. Volks-  
oper. Orchestra. VI. Title.  
[M1505] 74-762214

Remember, if no uniform title is present, the OPTIONAL RULE (2.3.1) cannot be used.

Read rule 2.3.1 in the ALA rules, examine the examples on pages 19 to 21, look at the table on page 21, then attempt the following exercise.

- Zuckerman, Pinchas, 1948-  
Music for flute and violin/viola. Phonodisc \_\_\_\_\_

-- Zuckerman, Pinchas, 1948-  
Mozart, Johann Chrysostom Amadens, 1756-1791  
Serenade, K. 248 b. (250) D. major. Phonodisc \_\_\_\_\_

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. No. 5-8. Phonodisc \_\_\_\_\_

- Zuckerman, Pinchas, 1948-  
Bach, Johann Sebastian, 1685-1750. Concerto, 2  
violins & strings, S. 1043 D. minor. Phonodisc \_\_\_\_\_

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. No. 1-4. Phonodisc \_\_\_\_\_

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. Phonodisc \_\_\_\_\_

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. L'estro....  
armonico. No. 8. Phonodisc \_\_\_\_\_

Answers.

Zuckerman, Pinchas, 1948-  
Bach, Johann Sebastian, 1685-1750.

Zuckerman, Pinchas, 1948-  
Mozart, Johann Chrysostom....

Zuckerman, Pinchas, 1948-  
Music for flute and violin....

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. Phonodisc

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. No. 1-4

Zuckerman, Pinchas, 1948-  
Vivaldi, Antonio, 1678-1741. Il cimento  
dell'armonia e dell'inventionione. No. 5-8

Zuckerman, Pinchas, 1948  
Vivaldi, Antonio, 1678-1741. L'estro....

Now arrange cards 74 to 83 in their correct order according to  
rule 2.3.1.

Answers.

Stern, Isaac, 1920-  
see under

Stern, Isaac, 1920-  
Bach, Johann Sebastian, 1685-1750

Stern, Isaac, 1920-  
Brahms, Johannes, 1833-1897

Stern, Isaac, 1920-  
Copland, Aaron, 1900-

Stern, Isaac, 1920-  
Mozart, Johann Chrysostom Wolfgang Amadeus, 1756-1791  
[Concertone, 2 violins & orchestra. K. 186 E. (190),  
C major]. Phonodisc....[1961]

Stern, Isaac, 1920-  
Mozart, Johann Chrysostom Wolfgang Amadeus, 1756-1791  
[Concertone, 2 violins & orchestra. K. 186 E. (190),  
C major] Phonodisc....[1974]

Stern, Isaac, 1920-  
Pleyel, Ignaz Joseph, 1757-1831

Stern, Isaac, 1920-  
Schubert, Franz Peter, 1797-1828  
[Trio, piano & strings, D. 898. B b major] Phonodisc.

Stern, Isaac, 1920-  
Schubert, Franz Peter, 1797-1828  
[Trio, piano & strings, D. 929, E b major] Phonodisc.

Stern, Isaac, 1920-  
Tribute to David Oistrakh ; the great.....

#### Rule 2.4 TREATMENT OF IDENTICAL ACCESS POINTS AND FUNCTION.

If all the data considered for filing in two or more records are IDENTICAL, file these in any order.

Arrange the following headings according to this rule.

Think metric. [Filmstrip]....1973

Transportation-the sixth fundamental.  
[Motion picture]....[1974]

Phases of the moon. [Motion picture]....[1973]

Tenth American. [Motion picture]....[1975]

Phases of the moon. [Motion picture]....[1973]

Think metric. [Filmstrip]....1974

Transportation-the sixth fundamental.  
[Motion picture]....[1973]

Tenth American. [Motion picture]....[197-?]

Answers.

Phases of the moon. [Filmstrip]....1973

Phases of the moon. [Filmstrip]....1973  
 Tenth American. [Motion picture]....[197-?]  
 Tenth American. [Motion picture]....[1975]  
 Think metric. [Filmstrip]....1973  
 Think metric. [Filmstrip]....1974  
 Transportation-the sixth fundamental. [Motion picture]....[1973]  
 Transportation-the sixth fundamental. [Motion picture]....[1974]

Arrange the cards 84 to 92 in their correct sequence according to rule 2.4.

Answers.

419 W. Main. [Phonodisc]  
 Flight 52. [Motion picture]....1974  
 Flight 52. [Motion picture]....1974  
 Flight 52. [Motion picture]....1974  
 Flight 52. [Motion picture]....1974  
 Flight 52. [Motion picture]....1974  
 Flight to romance. [Phonodisc]  
 Look at the Liter. [Filmstrip]....1974  
 Look at the Liter. [Filmstrip]....1974

Please refile the cards in their correct numerical sequence.

#### TEST INSTRUCTIONS.

1. Before the TEST is attempted REVISION of the GENERAL RULES should be completed. To revise these rules I suggest refileing all the card entries.
2. The student will have 30 minutes to file the 30 entries in their correct sequence.
3. The student will write the entry headings and other details required to file the heading correctly according to the GENERAL RULES on a sheet of paper.
4. ANSWERS to the TEST appear in the appendix at the end of the filing program.
5. If, after completing the test a number of mistakes are found, the relevant rule should be restudied, the exercise in the program reworked, and the SECOND test for the GENERAL RULES completed.
6. In both attempts, the student can use any notes or the AIA rules themselves to file the entries correctly.

# The SPECIAL RULES.

Here is a brief account:

- Rule 3        Abbreviations are arranged exactly as written.
- Rule 4        Initial articles (A, An, The)
  - 4.1        In personal names, initial articles are regarded.  
In corporate and conference headings ignore initial articles which are neither personal nor place name.
  - 4.2        IGNORE initial articles in uniform & romanized titles, titles, topical subjects, series and title in name-title headings.
- Rule 5        Initials, initialisms and acronyms are filed as words UNLESS there are spaces, dashes, hyphens, diagonal slashes or full stops between letters.
- Rule 6        Prefixes are treated as separate words unless they are joined to the rest of the name directly, or by an apostrophe without a space.
- Rule 7        If it is necessary to distinguish between access points containing different nonroman alphabets and scripts an alphabetical order of precedence by language is used.
- Rule 8        Numerals precede alphabetical characters.
  - 8.1        File numbers from the lowest to the highest.
  - 8.2        Punctuation used to increase readability of numbers is ignored.
  - 8.3        Decimal numerals not combined with whole numbers are filed before the number 1.
  - 8.4        Fractions are arranged by the numerator (top line) a space and then the denominator with whole numbers.
  - 8.5        Nonarabic numbers are filed as their arabic equivalent.
  - 8.6        Superscript and subscript numbers are considered to be preceded by a space for filing purposes.
  - 8.7        Dates in titles are filed from lowest to highest.
  - 8.7.1      Dates as numbers are filed chronologically, therefore, B.C. dates precede A.D. dates. Ignore terms such as b., d., fl.
  - 8.7.2      Historical periods, which are generalized are treated as the whole range of dates for filing purposes.
- Rule 9        Words showing the role of a person or body in relation to a work are disregarded for filing purposes.
  - 9.1        Words showing the role of a person or body in a LEGAL ACTION are regarded for filing purposes. This rule is an OPTION.
- Rule 10       In access points with a surname, all terms of honour and address are disregarded for filing purposes.

## SPECIAL RULES

## Rule 3. ABBREVIATIONS.

"Abbreviations are arranged exactly as written." Common examples of abbreviations are: &c., Abp., Bp. Capt., Cie., Co., c/o., cpl., Dr., Esq., Etc., F., Hmos., Hon., Lt., M., Mlle., Mme., Mr., Mrs., Mt., N., N.W., No., Prof., Rev., S., Sra., St., v., vs., Xmas.

Arrange the following entries in their correct order.

Mrs. Handcock's woods. [Motion picture] \_\_\_\_\_

M. Periot \_\_\_\_\_

Mister Miller goes west \_\_\_\_\_

Mr. Pasteur and the riddle of life \_\_\_\_\_

Miss Peach I. [Motion picture] \_\_\_\_\_

Mount Sinai School of Medicine \_\_\_\_\_

Madama Butterfly by Puccini. [Filmstrip] \_\_\_\_\_

Mt. San Jacinto College \_\_\_\_\_

Monsieur Garotte \_\_\_\_\_

Mr. Magoo \_\_\_\_\_

Mme. Evette \_\_\_\_\_

Mlle. De Maintenon \_\_\_\_\_

Ms. Peach II. [Filmstrip] \_\_\_\_\_

Answers.

M. Periot

Madama Butterfly by Puccini. [Filmstrip]

Miss Peach I. [Motion picture]

Mister Miller goes west

Mlle. De Maintenon

Mme. Evette

Monsieur Garotte

Mount Sinai School of Medicine

Mr. Magoo

Mr. Pasteur and the riddle of life

Mrs. Handcock's woods. [Motion picture]

Ms. Peach II. [Motion picture]

Mt. San Jacinto College

Now arrange cards 93 to 100 in their correct sequence according to Rule 3.

Answers.

Do-re-me Debussy. [Motion picture]  
 Doc Guidry  
 A Doctor teaches about leprosy  
 Doktor Wangenstein. [Motion picture]  
 Dr. Spock and his babies. [Motion picture]  
 Dr. Strangeball.....  
 Dr. Wood. [Motion picture]  
 Drawing and painting in pastel

Please refile these cards in their correct numerical sequence.

As there are so many abbreviations to be found in entries here is another set of examples to file.

Saint-Saens, Camille, 1835-1921

St. Bartholomew Community Club

Saint-Ex: La vie et l'oeuvre

Saint Martin in-the-Field, Academy of

S., Rafael Valery

St. Matthew passion. [Motion picture]

St. see also Saint

S & T. International

Saint-Paul (Raymond) Chorus

Saint Louis blues. [Phonodisc]

St. Aiden School

Las senoras de socorro

Answers.

S & T. International [option at 1.3 used]  
 S., Rafael Valery  
 Saint-Ex: La vie et l'oeuvre  
 Saint Louis blues. [Phonodisc]  
 Saint Martin in-the-Field, Academy of  
 Saint-Paul (Raymond) chorus  
 Saint-Saens, Camille, 1835-1921  
 Las senoras de socorro  
 St. see also Saint  
 St. Aiden School  
 St. Bartholomew Community Club  
 St. Matthew passion. [Motion picture]

To practice filing some of the more common abbreviations please file cards 101 to 111 in their correct sequence.

Answers.

Christmas in the village (1840's)  
 Col. Williamsburg. [Filmstrip]  
 Colonel America. [Filmstrip]  
 Department of Defense Structures Technology  
 Dept. of Agriculture, Ottawa.  
 E., Wilfredo Kapsoli  
 Et cetera. Motion picture  
 Etc. v. 1.- Feb. 1977  
 Rev, Livia  
 The Reverend Dr. Martin Luther King Jr.  
 Xmas with Eddy Arnold.

Please refile these cards in their correct numerical sequence.

Rule 4. INITIAL ARTICLES.

Rule 4.1 INITIAL ARTICLES IN NAME HEADINGS.

Initial articles (in English A, An, The) forming an integral part of either a personal or place name are regarded for filing purposes.

Initial articles are disregarded in corporate names unless that corporate name begins with a personal or place name.

For example:

|                       |                    |
|-----------------------|--------------------|
| El Al Israel airlines | [corporate name]   |
| El Alamein            | [place name]       |
| El-Baz, Farouk        | [personal name]    |
| The El Dorado Trail   | [place in a title] |

Arrange the following entries according to this rule.

|   |       |
|---|-------|
| El Elefante hambrieto (the hungry elephant) | _____ |
| Los Angeles Co., Calif.                     | _____ |
| To be aware of death. [Motion picture]      | _____ |
| El Paso, Tex.                               | _____ |
| The Nuclear, inc.                           | _____ |
| An Analysis of the Soviet constitution      | _____ |
| A Boxer                                     | _____ |
| The boxer. [Motion picture] / by a boxer    | _____ |
| The Embattled metropolis. [Filmstrip]       | _____ |
| And there were no more. [Motion picture]    | _____ |

Answers.

A Boxer [personal name initial article not ignored]  
 An Analysis of the Soviet constitution [ignore initial articles in titles]  
 And there were no more. [Motion picture]



El Paso, Tex. [Geographic name so Spanish article NOT ignored]  
 El Elefante hambrieto (The hungry elephant) [initial article in Spanish]  
 The Embattled metropolis. [Filmstrip]  
 Los Angeles Co., Calif. [Geographic name]  
 The Nucleus, inc. [ignore initial article in corporate name which is not a personal name]  
 To be aware of death. [Motion picture]

Now arrange cards 123 to 132 in their correct sequence according to this rule.

#### Answers.

al-Tabatabai, Muhammed Husayn [personal name, Arabic article not ignored]  
 An approach to intensive care  
 Conference on set theory and hierarchy  
 A Conference on the Economics of Industrial... [ignore initial article in Conference heading]  
 El-Bushra, Judy [Spanish article in personal name]  
 L'Ile de la cite. [Motion picture] [Ignore French article]  
 I'll buy that. [Motion picture]  
 The Friends (Organisation) [Ignore the corporate name initial article]  
 The Leake Country Revelers. [Phonodisc.]

#### Rule 4.2 INITIAL ARTICLES IN TITLE AND TOPICAL SUBJECT HEADINGS.

Initial articles are ignored at the beginning of the following access points, even if elided (joined to the word by an apostrophe).

|                           |  |
|---------------------------|--|
| Uniform title             | [The music makers] Phonodisc   |
| Romanized title           | (Ha-Hinukh ha-mashutaf ba-aspaklarah...)<br>[Hebrew initial article] |
| Translated title          | [Das Glasperlenspiel. English]                                       |
| Title                     | A guide to environment information                                   |
| Topical subject           | THE WEST   |
| Title traced differently  | Title: The ancestors & descendants of Solomon<br>Hown                |
| Series added entry title  | A harvest home cookbook  |
| Title in name/title entry | Maurois, Andre. Les discours du docteur<br>O'Grady, 1976.            |

Appendix 2 lists initial articles frequently encountered languages which should be disregarded whenever they appear at the beginning at one of the above-mentioned access points.

Turn to page 42 of the ALA rules and list the language next to the following articles.

|           |           |
|-----------|-----------|
| A _____   | al _____  |
| Das _____ | Die _____ |
| Ein _____ | Ha _____  |
| Il _____  | Las _____ |
| Les _____ | O _____   |
| Une _____ | Y _____   |

Arrange the following entries according to this rule.

El ontono ilega a la cridad [Spanish] \_\_\_\_\_  
 A One day symposium on "The British Question" \_\_\_\_\_  
 L'Apocalypse de Saint Jean. French \_\_\_\_\_  
 Ein star unter sternan [German] \_\_\_\_\_  
 An oil camp of Venezuala. [Filmstrip] \_\_\_\_\_  
 A Country gentleman [author] \_\_\_\_\_  
 The Jointer. [Filmstrip] \_\_\_\_\_  
 Las Cajas del conejo (The rabbits' eyebrows) \_\_\_\_\_  
 The mechanical drawing series \_\_\_\_\_

Answers.

A Country gentleman. [personal author, regard initial article]  
 L'Apocalypse de Saint Jean. French [disregard elided initial article]  
 Las Cajas del conejo. [ignore spanish initial article in title]  
 The Jointer. [Filmstrip]  
 The mechanical drawing series  
 An oil camp in Venezuala  
 A One day symposium on... [Conference heading, article disregarded]  
 El Ontono Ilege a la cuidad [Spanish initial article]  
 Ein star unter sternan [German initial article...]

You may have noticed some of the articles in the various languages also use the initial article as the word one. In these cases the terms are not ignored. As you might suspect, you will find considerable difficulty determining whether or not to ignore such articles unless you know the language. You will need professional help in this situation.

Now arrange cards 133 to 142 according to rule 4.

Answers.

L'Autostrade adriatica [ignore initial article in Italian]  
 L'Auvergue et le Limousin [ignore initial article in French]  
 Los Duendes y el Zapatero [ignore initial article in Spanish]  
 Das Einphasige modell der... [ignore initial article in German]  
 O Empreitero [ignore initial article in Portuguese]  
 Das Glaspertenspiel. English [ignore initial article in German]  
 Los Banos, Phillipines. [regard spanish initial article in Geographic name]  
 The Nerve Cell. [Motion picture]  
 O Zhiti Ioana Zlatovstaago. German & Slavic [No articles in Slovak]  
 The Undersea world of Jacques Cousteau

Please refile these cards in their correct numerical order.

# Rule 5. INITIALS, INITIALISMS AND ACRONYMS.

This rule is governed by the first GENERAL RULE, which states:

- i) Spaces, dashes, hyphens, diagonal slashes and full stops are regarded as a single space.
- ii) Punctuation and nonalphabetic signs are ignored for filing purposes. This means they are not even regarded as a space.

Accordingly, initials, initialisms and acronyms separated by spaces etc. are regarded as single letter words. Those separated by "other" marks or symbols which are not separated in any other way are regarded as single words.

For example:

U.N.E.S.C.O.

U\*\*\*\*\*A

[U.A. comes after U nothing as full stops are regarded as spaces, but other symbols are ignored for filing purposes.]

File the following examples according to rule 5.

A., Edgar Dolorier

ALI ABA Course of study

API see American Petroleum Institute

A prehovoril l'und

ARC see American Research Council

(A.I. Gersteu-Khodozhi i)

ALA see American Library Association

A.C.

A. Lincoln, the circuit lawyer

ARPES

A.C. Brady Pty Ltd.

A.A. see Alcoholics Anonymous

AAAS see American Association for.....

ARS, Antrieb mit Steuerung

Answers.

A.A. see Alcoholics Anonymous

A.C.

A.C. Brady Pty Ltd.

A., Edgar Dolorier

(A.I.. Gersteu-Khodozhi i)  
 A. Lincoln, the circuit lawyer  
 A prehovoril l'ud  
 AAAS see American Association for the....  
 ALA see American Library Association  
 ALI-ABA Course of Study  
 API see American Petroleum Institute  
 ARC  
 ARPES  
 ARS, Antrieb mit Steuerung....

Now arrange cards 143 to 152 according to rule 5.

Answers.

1877- the Great Strike. [Filmstrip]  
 A-I Club singers  
 A la francais. [Phonodisc]  
 "A" refrigeration appliances. [Filmstrip]  
 A-V Explorations, inc.  
 A\*\*B\*\*C warfare defense ashore  
 The AN/TPS-25 ground surveillance radar....  
 Anatomic landmarks in panorex radiography  
 The A+school  
 AWWA seminar on Water Treatment Waste Disposal

Arrange these headings according to rule 5.

(Iba iseki ibutsu teu)

ITT Rayonier

IBM selective supplement to....

I\*\*D\*\*E\*\*A

I/D/E/A see....

The I.V. aTT and other approaches

I.Q. Films., Inc., New York

I-V-G-T

I^Ankov, Mitriu

I is for important. [Motion picture]

I & L, ideologies & literature. v.1.

IEEE Communications Society

Answers.

I & L, Ideologies & literature  
 I/D/E/A see....  
 I is for important  
 I.Q. Films, inc. New York

The I.V. aTT and other approaches  
 I-V-G-T  
 IAnkov, Mitriu  
 (Iba iseki ibutsu teu)  
 IBM selective supplement....  
 I\*\*D\*\*E\*\*\*A  
 IEEE Communications Society  
 ITT Rayonier

Now arrange cards 153 to 160 according to rule 5.

Answers.

U., Laura Madalengoitia see....  
 U/M/P-the NAVAIR way. [Motion picture]  
 U.S. Army nurses in Korea. [Motion picture]  
 U-turn. [Motion picture]  
 Et Udualg of grammofon plader [Danish article ignored]  
 U!!!!nbroken. [Phonodisc]  
 UNESCO  
 U\*N\*\*T\*S\*\*T see....

Rule 6. NAMES AND PREFIXES.

"A prefix which is part of a personal name or place is treated as a separate word unless it is joined directly to the name or joined to the name by an apostrophe without a space."

Look at the examples on pages 27-29 of the AIA rules.

Now file the following examples according to rule 6.

DeLorne (David) and Company

Dell .... see

De Paolo, Thomas Anthony

La Delega di funzioniaagli

De Latour, Caroline

Del Carmen, Rolando

Deli-Maafschappij

Del Duca, Louis F.

Del Rosso, Diana

De leau, Jean

D'Elia, Damiano

Answers.

De Latour, Caroline

De leau, Jean  
 De Paulo, Thomas Anthony  
 Del Carmen, Rolando  
 Del Duca, Louis F.  
 Del Rosso, Diana  
 La Delega di funzionagli  
 Deli-Maatschappij  
 D'Elia, Damiano  
 Dell....see  
 DeLorne (David) and Company

Now arrange cards 161 to 170 in their correct sequence according to rule 6.

Answers.

Valle-Inclan, Ramon del, 1870-1936  
 Van....Names beginning with the prefix...  
 Van de Leuv, John H.  
 Van de Wetering, Janwillen, 1931-  
 Van dyke, John B.  
 Vanasco, Alberto  
 Vand er badst  
 Vanderhaeghe, Rene, 1887-  
 Vane-Wright, Richard Irwin  
 La Vanguardia espanola, Barcelona [ignore spanish initial article]

Now arrange the following entries in their correct sequence according to rule 6.

Ali Taha, Abdel-Rahman El Tayib

Al Jafar, Najib Salim

Al Bung Djanal'uddin Alanad [Arabic]

Aladzhov, Atana

Al Fisher plays bass

al-Ahram, Cairo

Az Alakulo ember [Hungarian]

Alaola, 1607?-1680

Ali ibn zurayl, 11th cent.

Albi, France. Musée

L'Alsace et la Lorraine

Alabama. Dept. of Industrial Relations

Answers.

al-Ahram, Cairo

Al Fisher plays bass  
 Al Jafar, Najib Salim  
 Alabama. Dept. of Industrial Relations  
 Aladzhov, Alanas  
 Az Alakulō ember [ignore Hungarian initial article]  
 Alaola, 1607?-1680  
 Albi, France. Musée  
 Ali ibn zurayq, 11th cent.  
 L'Alsace et la Lorraine [ignore French initial article]  
 Al Bung Djanal'uddin Alanad [ignore Arabic initial article]

Now take out cards 171 to 180 and file them according to rule 6.

Answers.

M' exp. ref.  
 Mac (M' Mc) exp. ref.  
 Macassey, Penny  
 Machado, Pablo Antonio  
 Mack Smith, Denix, 1920-  
 Mackay (W. and J.) and Company  
 Maclean-Hunter Research Bureau  
 Mc. exp. ref.  
 McCarthy, Garry  
 M'Lean, Edward L.

Please refile these cards in their correct numerical sequence.  
 Check the numbering of cards throughout the deck as well.

#### Rule 7. NONROMAN ALPHABETS.

In rule 7 of this code we are referred again to rule 1.  
 This order of characters rule tells us to:

- i) File numbers before letters
- ii) File English alphabetical characters next
- and iii) File NONROMAN characters after the above categories

Rule 7 gives us an order of precedence for NONROMAN characters which is alphabetical by language involved. We start with Amharic and end with Tibetan.

Read Rule 7 on page 30, examine the various headings.  
 There are no examples in the rules, or, provided by me to file by.  
 Know, that if you are filing entries and NONROMAN alphabets are involved that they follow identical ROMAN characters.

#### Rule 8. NUMERALS.

##### Rule 8.1 GENERAL RULE.

Numbers are filed from the lowest to the highest. The one glaring exception is however, fractions.

For example:

1 day at a time. [Motion picture]  
 2/3 of the revenue cake. [Filmstrip]  
 3 days of sleep

100 filing problems

All number strings are considered character by character when filing. REMEMBER, spaces, dashes, hyphens, diagonal slashes and full stops are regarded as a single space.

## Rule 8.2. PUNCTUATION.

Punctuation used to increase readability is ignored for filing purposes. Punctuation used to delineate number sequences as meaning, is treated as a space.

For example:

10:1  
\$10,000 dollars for the postman  
10,000 year star catalogues

File the following examples according to rule 8.1 and 8.2.

The \$130 billion food assembly line

51%. [Motion picture]

28° above-below. [Motion picture]

Five views of multi-racial Britain

1 x 6. [i.e. Einmal Sechs]

18 almanac

1824-1974 Brisbane sesqui-centenary

20,000 leagues under the sea

500,000,000 chinese people

1/4. [Motion picture]

Answers.

1/4. [Motion picture]  
1 x 6. [i.e. Einmal Sechs]  
18 almanac  
28° above-below. [Motion picture]  
51%. [Motion picture]  
The \$130 billion food assembly line  
1824-1974 Brisbane sesqui-centenary  
20,000 leagues under the sea  
500,000,000 chinese people  
Five views of multiracial Britain

Now arrange cards 181 to 188 in their correct sequence according to rule 8.



## Answers.

$1/2$ . [Motion picture]  
 The 1st pollution. [Motion picture]  
 $2 + 2$ . [Motion picture]  
 2-Days left. [Slide set]  
 The 2:Ond International Flower Show. [Motion picture]  
 $2 \text{ plus } 6 \text{ minus } 1$ . [Motion picture]  
 3, 4, open the door. [Motion picture]  
 The 3D shapes game. [Motion picture]

## Rule 8.3. DECIMALS.

Numerals after a decimal point are arranged one digit at a time.  
 Decimals not combined with whole numbers are arranged before the number 1.

For example:

$.256$  Silage systems. [Filmstrip]  
 $2.5$  : the price of indexation. [Slide set]  
 $125$  rooms of comfort. [Motion picture]

## Rule 8.4. FRACTIONS.

Fractions are arranged by the numerator, then a space for the line,  
 and the denominator. Fractions combined with whole numbers are  
 considered to be preceded by a space.

For example:

$2\frac{1}{2}$  minutes for television  
 $2 + 2 = 4$   
 $2.5$  : the price of indexation

Arrange the following entries according to the rules for fractions  
 and decimals.

$3\frac{1}{2}$  minutes of Galbraith

$.303$  the war of the long rifles

$.45$  automatic rifles

3, 4, open the door. [Motion picture]

72 plus 2. [Motion picture]

$4/10$  shotgun

3:01. [Motion picture]

$2/3$  of the taxation cake

5,000 brains

301. [Motion picture]

$1/4$ . [Motion picture]

## Answers.

.303 war of the long rifles  
 .45 automatic rifles  
 1/4. [Motion picture]  
 2/3 of the taxation cake  
 3:01. [Motion picture] [3 space 0 sign used for "other"  
 3½ minutes of Galbraith purpose]  
 3, 4, open the door. [Motion picture]  
 4/10 shotgun  
 72 plus 2. [Motion picture]  
 301. [Motion picture]  
 5,000 brains. [Motion picture]

Now arrange cards 189 to 196 in their correct sequence according to the rules.

0, 1, 2, 3...Exp. ref.  
 .001 precision tooling. [Motion picture]  
 2/5. [Motion picture]  
 2-7-1974. [Phonodisc]  
 2 + 10 : 12 American text sound pieces  
 3M Company see....  
 98.3 lecture slides  
 98.5. [Motion picture]

Please refile the cards in their correct numerical sequence.

## Rule 8.5. NONARABIC NOTATION.

"Nonarabic numbers are interfiled with their arabic equivalents."

For example:

XXth century bestiary  
 20th century sculptures  
 The Five guitars of Al Harris. [Phonodisc]

## Rule 8.6. SUPERScript AND SUBScript NUMERALS.

"Superscript and subscript numerals are filed as "on-the-line" numbers. For filing purposes these numbers are considered to be preceded by a space." Subscript numbers appear above a letter or a chemical symbol. Subscript numbers appear below the line next to letters or symbols.

For example:

<sup>49</sup>Ca contamination  
 Na<sub>12</sub> and isosahedral  
 (Na stryzhui chasu)  
 Naaman's leprosy is healed. [Filmstrip]

Now arrange the following entries according to rule 8.5 and 8.6.

4-H clubs. [Filmstrip]

20,000 leagues under the sea

12 x 5. [Phonodisc]

XXth century church music

"1" one. [Phonodisc]

18th century music for fortepiano

XVlllth century overtures. [Phonodisc]

$12^6 + 18$  : a maths book for beginners

1877-the Great Strike. [Filmstrip]

$12\frac{1}{2}\%$  interest. [Slide set]

$\frac{2}{3}$  of my nose! [Filmstrip]

$12^2$  for class sizes. [Motion picture]

20th century harp. [Phonodisc]

Answers.

"1" one. [Phonodisc]

$\frac{2}{3}$  of my nose! [Filmstrip]

4-H clubs. [Filmstrip]

$12\frac{1}{2}\%$  interest. [Slide set]

$12^2$  for class sizes. [Motion picture]

12 x 5. [Phonodisc]

$12^6 + 18$  : a maths book for beginners

18th century music for fortepiano. [Phonodisc]

XVlllth century overtures. [Phonodisc]

XXth century church music

20th century harp music. [Phonodisc]

1877-the Great Strike. [Filmstrip]

20,000 leagues under the sea

Now arrange cards 197 to 206 in their correct sequence according to these rules.

Answers.

.235% Silage Conference. [Motion picture]

L2 deal. [Phonodisc]

$10\frac{1}{2}\%$  for Alfred-chapter six. [Filmstrip]

$10 + 2$  : 12 American text sound pieces. [Phonodisc]

100.C. [Phonodisc]

The 10 string guitar interprets classics. [Phonodisc]

X years of black country religion. [Phonodisc]

10th anniversary album. [Phonodisc]

21 Maple street. [Filmstrip]

60 [i.e. Sechzig] Jahre....

Please refile these cards in their correct numerical sequence.

Rule 8.7. DATES IN A CHRONOLOGICAL FILE.

Dates in different areas, such as titles are filed by numerical significance.

For example:

72 plus 2. [Motion picture]  
252. [Motion picture]  
440: Lee Evans. [Motion picture]  
1972 Olympic men's track and field instructional film.  
5000 brains. [Motion picture]

Rule 8.7.1. DATES EXPRESSED IN NUMERALS.

In chronological files - such as period subdivisions for subjects, places, and personal names with dates - dates are arranged according to chronology. B.C. dates precede A.D. dates of course, and such terms as b., d., and fl. are disregarded.

For example:

ROME-HISTORY-735-510 B.C.  
ROME-HISTORY-135-71 B.C.  
ROME-HISTORY-284-476 A.D.

Thorour, fra Dagreroara  
Thorson, Stuart, b. 1925-  
Thorson, Stuart, fl. 1972

[Remember the Runic Thorn?]

File the following examples according to rule 8.7.1.

Jones, Peter, b. 1929

Jones, Peter, b. 1917

Jones, Peter, 1810-1875

Jones, Peter, fl. 1925

Jones, Peter, 1921-1945

Jones, Peter, 1934-

Jones, Peter, b. 1915

Jones, Peter, d'Alrey

Jones, Peter, b. 1938

Jones, Peter, b. 1910

Answers.

Jones, Peter, 1810-1874

Jones, Peter, 1810-1875  
 Jones, Peter, b., 1910  
 Jones, Peter, b., 1915  
 Jones, Peter, b., 1917  
 Jones, Peter, 1921-1945  
 Jones, Peter, fl. 1925  
 Jones, Peter, b. 1929  
 Jones, Peter, 1934-  
 Jones, Peter, b. 1938  
 Jones, Peter, d'Alroy

Arrange the following entries according to rule 8.7.1.

CHINA-HISTORY-19th CENTURY

CHINA-HISTORY-1766 B.C.-220

CHINA-HISTORY-1900-

CHINA-HISTORY-1912-1937

CHINA-HISTORY-1862-1899

CHINA-HISTORY-220-618

CHINA-HISTORY-1945-

CHINA-HISTORY-1937-1945

CHINA-HISTORY-1949-

CHINA-HISTORY-1900

Answers.

CHINA-HISTORY-1766 B.C.-220

CHINA-HISTORY-220-618

CHINA-HISTORY-19th CENTURY

CHINA-HISTORY-1862-1899

CHINA-HISTORY-1900

CHINA-HISTORY-1900-

CHINA-HISTORY-1912-1937

CHINA-HISTORY-1937-1945

CHINA-HISTORY-1945-

CHINA-HISTORY-1949-

Rule 8.7.2. INCOMPLETELY EXPRESSED DATES.

Historic time periods expressed as words, or generalized, are treated as the full range of dates. Period subdivisions in the form "To [date]" are arranged before all other entries, including B.C. dates.

For example:

ARMENIA-HISTORY-TO 428 [0 to 428]

ARMENIA-HISTORY-ARTAXIAD (ARTASHESIAN) DYNASTY, 189 B.C.-1A.D.

ARMENIA-HISTORY-PERSIAN AND GREEK RULE, 429-640  
 ARMENIA-HISTORY-ARAB PERIOD, 640-885  
 ARMENIA-HISTORY-1901-

Arrange the following examples according to rule 8.7.2.

GREAT BRITAIN-HISTORY-ANGLO-SAXON PERIOD, 449-1066 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-VICTORIA, 1837-1901 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY, 19TH CENTURY \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-ELIZABETH, 1558-1603-SOURCES \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-ROMAN PERIOD, 55 B.C.-449 A.D. \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-TO 1485 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-ELIZABETH, 1558-1603 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-PURITAN REVOLUTION, 350-650 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-367-634 \_\_\_\_\_  
 GREAT BRITAIN-HISTORY-VICTORIA, 1837-1901-SOURCES \_\_\_\_\_

Answers.

GREAT BRITAIN-HISTORY-TO 1485 [0-1485]  
 GREAT BRITAIN-HISTORY-ROMAN PERIOD, 55 B.C.-449 A.D.  
 GREAT BRITAIN-HISTORY-350-650  
 GREAT BRITAIN-HISTORY-367-634  
 GREAT BRITAIN-HISTORY-ANGLO-SAXON PERIOD, 449-1066  
 GREAT BRITAIN-HISTORY-ELIZABETH, 1558-1603  
 GREAT BRITAIN-HISTORY-ELIZABETH, 1558-1603-SOURCES  
 GREAT BRITAIN-HISTORY-19TH CENTURY [1801-1899]  
 GREAT BRITAIN-HISTORY-VICTORIA, 1837-1901  
 GREAT BRITAIN-HISTORY-VICTORIA, 1837-1901-SOURCES

Arrange cards 207 to 215 in their correct sequence according to rule 8.7.2.

Answers.

GREECE-HISTORY-TO 400 B.C. [0 to 400 B.C.]  
 GREECE-HISTORY-MESSENIAN WARS, 735-760 B.C.  
 GREECE-HISTORY-PERSIAN WARS, 500-499 B.C.  
 GREECE-HISTORY-PERSIAN WARS, 500-499 B.C.-DRAMA  
 Stockmeyer, John G.  
 The death of Socrates.  
 GREECE-HISTORY-PERSIAN WARS, 500-499 B.C.-DRAMA  
 Stockmeyer, John G.  
 The Greek-Persian Wars.  
 GREECE-HISTORY-PELOPONNESIAN WARS, 431-404 B.C.  
 GREECE-HISTORY-CORINTHIAN WARS, 395-386 B.C.  
 GREECE-HISTORY-CHREMONIDEAN WAR, 267-262 B.C.

[Remember rule 2.3  
 Table 1 on p. 17  
 subarrangement of  
 identical access  
 points, subject  
 entry]

## GREECE-HISTORY-SOURCES

"Geologic time periods are arranged alphabetically."

Arrange cards 216 to 223 in their correct sequence according to rule 8.7.2.

GEOLOGY, STRATIGRAPHIC-CRETACEOUS  
 GEOLOGY, STRATIGRAPHIC-DEVONIAN  
 GEOLOGY, STRATIGRAPHIC-JURASSIC  
 GEOLOGY, STRATIGRAPHIC-ORDOVICIAN  
 GEOLOGY, STRATIGRAPHIC-PLEISTOCENE  
 GEOLOGY, STRATIGRAPHIC-PRE-CAMBRIAN  
 GEOLOGY, STRATIGRAPHIC-QUATERNARY  
 GEOLOGY, STRATIGRAPHIC-TRIASSIC

# Rule 9. RELATORS (DESIGNATORS OF FUNCTION) USED IN NAME HEADINGS.

Disregard a designation of function in a name heading for filing purposes.

There are a number of designators used in name headings which are options in chapter 21 of AACR2.

For example:

At 21.0D there is an option for adding a designation to a person's role in a work such as comp., ed., ill., and tr.

At 21.18B there is an option of adding the designation arr. to an added entry heading for an arranger in a musical work.

At 21.27 there is an option for adding a designation for a faculty moderator in an academic disputation "praeses".

And finally at 21.36 the most important type of designation of function for filing purposes (as seen at 9.1) appears as an option to add to names, for prosecutions and actions involved with criminal proceedings. Such terms as defendant, libelee, plaintiff, complainant, contestant, defendant, respondent, contestee appear.

These terms are combined by hyphens in Appeal proceedings, for example: defendant-appellee, defendant-appellant, respondent-appellant, and libellant-appellee.

Remember, disregard all of these terms for filing purposes.

These entry headings are quite rare as the provision to use the designation of function is an option under AACR2. Certainly, in national bibliographies, such functions as ed., comp., and ill., are not infrequent. But other functions such as praeses, arr., and defendant etc., do seem to be.

Arrange the following entries according to rule 9. That is, disregard the designation of function.

Thompson, Edward, ed.

Thompson, Edward, defendant

Thompson, Edward, 1886-1946

Thompson, Edward, 1924-

Thompson (Edward) Aust. Pty. Ltd.

Thompson, Edward, joint author

Thompson, Edward, 1921-

Thompson, Edward, 1905-

Thompson-Elbert, John, 1877-

Thompson, Edward, 1877-

Answers.

Thompson, Edward, defendant

Thompson, Edward, ed.

Thompson, Edward, joint author

Thompson, Edward, 1877-

Thompson, Edward, 1886-1946

Thompson, Edward, 1905-

Thompson, Edward, 1921-

Thompson, Edward, 1924-

Thompson (Edward) Aust. Pty. Ltd.

Thompson-Elbert, John, 1887-

These three entries would  
be filed at random with  
no other information  
to hand.

Now arrange cards 224 to 231 in their correct sequence according to rule 9.

Answers.

Iowa Beef Packers, inc.

How to freeze beef properly

Iowa Beef Packers, inc., petitioner

Iowa Beef Packers inc. versus

Iowa Beef Packers, inc., defendant

Iowa, plaintiff

Iowa State Supreme Court:

Iowa Beef Packers, inc., respondent

Iowa Southern Utilities Company

Iowa Southern Utilities Company....

Iowa Beef Packers, inc., appellant

Jackson, J. Chester

Jackson vs. Iowa Beef Packers, inc.

[Ignore name main entry  
when added entry is a  
name; remember rule 2.3?]

[Ibid]



Iowa Beef Packers, inc., respondent  
 United States. Dept. of Justice  
 The United States, petitioner versus....

IOWA BEEF PACKERS, INC.

[Subject entry]

Irala, Narciro  
 A directors report...

Iowa Beef Packers, inc. Division on Development

Please refile these cards in their correct numerical sequence.

Rule 9.1. RELATORS IN NAME HEADINGS. THIS RULE IS AN OPTION.

Regard for filing purposes, the designators of function option applied to names in LEGAL ACTIONS. All other types are still disregarded.

Take out cards 232 to 239 and file them according to this option.

Answers.

Washington, George, Pres. U.S., 1732-1799  
 Washington (State), appellant  
 Washington (State). County Boundary Advisory Committee  
 Washington (State), defendant  
 Washington (State). Insurance Commissioner  
 Washington (State), plaintiff  
 Washington (State), respondent  
 WASHINGTON (STATE). SUPERIOR COURT.

Take out cards 224 to 231 and arrange them according to the option.

Answers.

Iowa Beef Packers, inc.  
 How to freeze beef properly....

IOWA BEEF PACKERS, INC.

[subject]

Irala, Narciso

A directors report....

Iowa Beef Packers, inc., appellant

Iowa Beef Packers, inc., defendant

Iowa Beef Packers inc. Division on Development.

Iowa Beef Packers inc., petitioner

Iowa Beef Packers inc., respondent

Iowa Southern Utilities Company

Iowa Southern Utilities Company....

Iowa Beef Packers inc., respondent

United States. Dept. of Justice

The United States vs....

Please refile these cards in their correct numerical sequence.

## Rule 10. TERMS OF HONOUR AND ADDRESS.

In surname entries, disregard all terms of honour and address for filing purposes. Remember, some entries which contain these terms of honour and address are not surnames. They may be forenames or given names.

For example:

|  |                                 |
|--|---------------------------------|
| Alban, <u>Saint</u>                      | [do not ignore term]            |
| Francis, <u>of Assisi</u> , <u>Saint</u> | "                               |
| Jemina, <u>Aunt</u>                      | "                               |
| More, <u>Sir Thomas</u> , <u>Saint</u>   | [ignore term of honour]         |
| Moses, <u>Grandma</u>                    | [do not ignore term of address] |
| Richard, <u>Poor</u>                     | "                               |
| Rose, <u>Miss</u>                        | "                               |
| Seus, <u>Dr.</u>                         | "                               |
| Ward, <u>Mrs.</u> Humphrey               | [ignore term of address]        |

Now arrange the following entries according to rule 10.

|  |       |
|--|-------|
| Alexander, Harold, 1852-1913               | _____ |
| Alexander II, Emperor of Russia, 1818-1881 | _____ |
| Alexander de Aquila                        | _____ |
| Alexander in the land of Mog               | _____ |
| Alexander, Bishop of Westminster           | _____ |
| Alexander the Great                        | _____ |
| Alexander, <u>Sir</u> . William, b. 1905   | _____ |
| Alexander, Harold, petitioner              | _____ |
| Alexander, <u>Dr.</u> Arthur, 1932-        | _____ |
| Alexander, <u>Mrs.</u> Pat.                | _____ |
| Alexander-Williams, John                   | _____ |

Answers.

|  |                                |
|--|--------------------------------|
| Alexander II, Emperor of Russia, 1818-1881 | [numbers precede letters]      |
| Alexander, Dr. Arthur, 1932-               |                                |
| Alexander, Bishop of Westminster           | [do not ignore term of address |
| Alexander de Aquila                        | in forename]                   |
| Alexander, Harold, 1852-1913               |                                |
| Alexander, Harold, petitioner              | [option at 9.1 used]           |
| Alexander in the land of Mog               |                                |
| Alexander, <u>Mrs.</u> Pat                 |                                |
| Aloxander the Great                        |                                |
| Alexander, Sir, William, b. 1905           |                                |
| Alexander-Williams, John                   |                                |

Take out cards 240 to 250 and arrange them according to rule 10.

Answers.

Henry II  
Henry IV  
Henry VIII-BIOGRAPHY  
Henry, Bernard, fl. 1968-  
Henry County, Alabama ; 1830 census  
Henry, Mrs. [Henry as forename]  
Henry, Dr. Nicholas, 1943-  
Henry O. Tanner. [Motion picture]  
Henry, Rev. Phillip, 1662-1836  
Henry the Eighth  
Henry, Dame, Wilma, 1774-1836

Please refile these cards in their correct numerical sequence. If you would, check the rest of the deck for errors and missing cards, note the missing entries on the blank card at the beginning.

#### TEST INSTRUCTIONS.

1. Before the TEST is attempted REVISION of the SPECIAL RULES should be completed. To revise these rules I suggest refiling all the card entries.
2. The student will have 30 minutes to file the 30 entries in their correct sequence.
3. The student will write the entry headings and other details required to file the heading correctly according to the SPECIAL RULES on a sheet of paper.
4. ANSWERS to the TEST appear in the appendix at the end of the filing program.
5. If, after completing the test a number of mistakes are found, the relevant rule should be restudied, the exercise in the program reworked, and the SECOND test for the SPECIAL RULES completed.
6. In both attempts, the student can use any notes or the ALA rules themselves to file the entries correctly.

## APPENDIX: TESTS

## GENERAL RULES. Test 1

The 3D shapes game. [Motion picture]  
 1950 and 1951 excavations  
 A. Lincoln. [Filmstrip]  
 !\*!\$\* And it goes on and on.  
 A+school  
 BACH, JOHANN SEBASTIAN, 1685-1750  
   Untersul.....ignore Englehardt, Ruth.  
 Bach, Johann Sebastian, 1685-1750  
   [Works, harpsichord. Selections]  
   .....1965  
 Bach, Johann Sebastian, 1685-1750  
   [Works, organ. Selections]  
   ..... [196-?]  
 Bach, Johann Sebastian, 1685-1750  
   [Works, organ. Selections]  
   ..... [1975]  
 BACH, JOHANN SEBASTIAN, 1685-1750. WORKS-TEXTS  
 Big Red. [Filmstrip] ..... 1971  
 Big Red. [Filmstrip] ..... 1971  
 The D & R. [Motion picture]  
 D-Day: a turning point .....  
 The D.O.D. Joint Parachute Test ....  
 London chronicle during the reigns of  
 London. Covent Garden Theatre. Chorus  
   see under  
 London. Covent Garden Theatre. Chorus  
   Bellini, .....  
 London. Covent Garden Theatre. Chorus  
   Mozart, Joh .....  
 London. Covent Garden Theatre. Chorus  
   Verdi, Guiseppi  
   [Aide. Italian]  
 London. Covent Garden Theatre. Chorus  
   Verdi, Guiseppi  
   [Un ballo in maschera]  
 London, Edwin  
   The bear's song  
 London, Edwin. Trio, piano, flute  
 London. National Gallery  
   see also  
 London. National Gallery  
   The sixteenth century .....  
 LONDON. NATIONAL GALLERY  
   see also  
 LONDON NATIONAL GALLERY  
 Ninety-nine bottles of wine  
 Ōno, Ichiei, 1930-  
 Ono, Kaluzi, 1909

Rule Number

Rule 1. All numerals arranged  
 before character strings with letters.  
 Rule 1. Nothing before something  
 Rule 1.2. Punctuation signs ignored  
       "   "   not even a space.  
 Rule 2.3. on p. 18. second sentence.

Name/Title/Date.

2.1.2. File with other titles under  
       name.  
 2.4. File in any order.  
 [1.3 Option used spelled out]  
 hyphen counts as space. R. 1.  
 full stop counts as space. R. 1.  
 Rule 2.1. Character by character  
 Rule 2.2. Function of Acc. Points.  
 Rule 2.3.1. Option used  
 Rule 2.1.2.  
 Rule 2.2.  
 Name  
   see also then actual entry  
 SUBJECT  
   see also then actual subject entry.  
 Rule 1.1. Modified letters  
       treat ordinarily.

## GENERAL RULES Test 2.

Rule Number

2 plus 6 minus 1. [Motion picture]

Rule 1

301. [Motion picture]

" "

Chaikovskii, Petr Ilich, 1840-1893

[1812 overture] Phonodisc

Chaikovskii, Petr Ilich, 1840-1893. Chansons  
pour

Rule 2.3 / 2.1.2 also.

CHAIKOVSKII, PETR ILICH, 1840-1893

Abraham, Gerald

The music of Tchaikovsky

File by Name, title and  
then date.

Chaikovskii, Petr Ilich, 1840-1893

[The nutcracker. Suite]

Ignore compiler or  
biographer see p. 18.  
ALA rules if necessary.

CHAIKOVSKII, PETR ILICH, 1840-1893

Marrack, John ..... - ignore

Tchaikovsky

Chaikovskii, Petr Ilich, 1840-1893

[Works, piano. Selections]

?Cuantos? [Filmstrip]

Rule 1.2

The Market. [Motion picture] ..... 1973

Market. [Motion picture] ..... 1973

random by Rule 2.4

Marriner, Neville

Bach, Johann Sebastian, 1685-1750

[Concerti grossi] Phonodisc

Rule 2.3.1 Option used.

Marriner, Neville

Mozart .....

[Concerto, clarinet, K. 622 A major] ..... 1972

Marriner, Neville

Mozart, .....

[Concerto, clarinet, K. 622 A major] ..... 1974

Marriner, Neville

Mozart, .....

[Concerto, flute &amp; harp K. 297C ...]

Marriner, Neville

Prokofev, Sergi Sergevich ....

Ōba, Chiaki, 1902-

Ōba, Minako

Rule 1.1

Paris '73. [Motion picture]

Rule 2.2

Paris. Bibliotheque nationale

see

Paris. Bibliotheque nationale

A listing ....

Rule 2.1.2

Paris, Dominic

Paris [filmstrip]

Espaces ...

Paris. Institute nationale de la recherche

PARIS. INSTITUTE NATIONALE DE LA RECHERCHE

Paris. Musee de l'Orangerie .... see

Paris. Musee de l'Orangerie ....

Chefs d'ouerre ....

School &amp; jobs

Rule 1.3 Option used.

School bus safety

Three times three. [Motion picture]

File as is:-

## Answer Sheet.

.900 fine. [Motion picture]  
 2/3. [Motion picture]  
 20 smash hits. [Phonodisc]  
 20th century America. [Filmstrip]  
 A/B/C warfare defense ashore  
 A. Co. Glibert  
 A. Cournot  
 ABC  
 AMVER: Lifesaving computer  
 An American Liberal [author]  
 Aō Lemoren. [Motion picture]  
 De Paulo, Thomas Anthony  
 Del Carmen, Rolando  
 Depland, Daniel  
 L'Ennui. [Motion picture]  
  
 George II, KING OF GREAT BRITAIN  
 George 4: Regent and king  
 George Feyor's echoes of Italy  
 George, Dame Margaret  
 George, Phillip, fl. 1923  
 George, Phillip, b. 1945  
 George, Phillip, appellant  
 George, Phillip, defendant  
 LOS ANGELES. UNIVERSITY...  
  
 Mister see also Mr.  
 Mister Charlies blues (1926-1938)  
 Mr. Andrew answers the question  
 A Symposium on the training of  
  
 UNITED STATES-HISTORY-WAR OF 1898  
 UNITED STATES-HISTORY-20TH CENTURY

Rule Number

Rule 8.3  
 Rule 8.4  
 Rule 8.1 lowest to highest.  
 Also rule 1. nothing before something  
 Rule 5. Also rule 1. hyphens.  
 "  
 "  
 Rule 5  
  
 Rule 4.1 Initial Articles regarded  
 in personal phrase name.  
 Rule 6 Prefixes  
  
 Rule 4.2 Initial articles  
 disregarded.  
 Rule 8.5  
 Rule 8.5 and also seen at Rule 10.  
  
 Rule 10 Ignore term of honour.  
 Rule 8.7.1 File chronologically  
 ignore such terms as b, d, fl.  
 Rule 9.1 option used.  
  
 Rule 4.1. regard Initial articles  
 in geographic names  
  
 Rule 6  
  
 Rule 4.1 Conference heading initial  
 article disregarded  
 Rule 8.7.2

## SPECIAL RULES Test 2.

Rule Number

|   |                                |
|---|--------------------------------|
| .213 Turning Point                          | Rule 8.3                       |
| 2.85° above-below. [Motion picture]         | Rule 8.3                       |
| 3 <sup>3</sup> is 3. [Motion picture]       | Rule 8.6                       |
| 3/4 for reproduction                        | Rule 8.4                       |
| \$12.50 for Freddie                         |                                |
| The XXth century international encyclopedia | Rule 8.5                       |
| 20th century stained glass                  |                                |
| 125 rooms of comfort                        | Rule 8.1                       |
| A lady long resident in New South Wales     | Rule 4.1                       |
| [author]                                    |                                |
| An Act of friendship                        | Rule 4.2                       |
| El Alcohol: see consumo...                  | Rule 4.2                       |
| A Conference on Improved Utilization        |                                |
| Cornwallis, Victor, appellant               | Rule 9 [option used]           |
| " " defendant                               |                                |
| Cornwallis, Sir William 1579-1614           | Rule 10 Ignore term of honour. |
| FRANCE-HISTORY-18TH CENTURY                 | Rule 8.7.2.                    |
| FRANCE-HISTORY-REVOLUTION, 1789-1799        | " "                            |
| L.I.U.S.A.                                  | Rule 5                         |
| La Fontaine, Jean de                        | Rule 4.1 Initial article       |
| Love is.                                    | in personal name               |
| LSD: Vale                                   | Rule 5                         |
| M'  | Rule 3                         |
| Macrae, Norman                              | "                              |
| McNulty, Edward                             | "                              |
| Saint-Ex: La vie                            |                                |
| Smith, Keith, b. 1928                       | Rule 8.7.1                     |
| Smith, Keith, 1929                          |                                |
| St. Matthew passion                         | Rule 3                         |
| Van Dyke, John D                            | Rule 6                         |
| Vanhanen, Tata, 1929-                       |                                |